

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CAMPUS SUPERVISOR

GENERAL DESCRIPTION:

Under the direction of an assigned supervisor, assist with daily and special events security of an assigned school site; patrol and monitor an assigned campus to maintain order and safety; assure student compliance with school and District policies and regulations.

DUTIES AND RESPONSIBILITIES:

- Secure school buildings, grounds and facilities; secure restrooms and other areas requiring security such as the staff lounge; lock school grounds.
- Patrol and monitor the campus and adjacent areas, including: lunch areas, hallways, walkways, classrooms, playgrounds, restrooms and parking lots, etc.; maintain order and safety of campus.
- Monitor school activities for the purpose of ensuring safety of students, personnel, and property.
- Respond to potential emergencies (e.g. alarm calls, threats, fights, etc.) for the purpose of ensuring safety of students, personnel and property.
- Reinforce conflict management programs that are unique to the school site.
- Intervene in emergency or potentially critical situations.
- Diffuse potentially volatile situations.
- Escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; assist and direct campus visitors to authorized parking areas and/or appropriate offices.
- Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures.
- Know and identify harassment and bullying issues and intervene to assist in resolving.
- Have an understanding of adolescent and elementary school behavior and variations in order to know when intervention is necessary.

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- Observe students during passing periods and between classes; assure timely return of students to class.
- Prevent illegal parking and loitering on school grounds; escort students and teachers to classrooms or automobiles as needed.
- Proactively builds positive relationship with students, staff, and the community; serve as a positive role model for the purpose of encouraging positive behavior.
- Report inappropriate student behavior and prepare necessary written incident reports and/or conveying of information.
- Assist ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices.
- Administer first aid and CPR for the purpose of providing emergency care.
- Assist with discipline investigations as directed by the administrator.
- Wear prescribed uniform and assigned equipment at all times, which is cleaned and well maintained by the Campus Supervisor.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE OF:

- Basic interests, attitudes and emotional development of adolescents and elementary aged students.
- Site based safety plan
- Skills utilized to maintain positive relationships with students and adults.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Policies, rules, and regulations concerning campus control, security, and appropriate student behavior. Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
- Safe campus supervision methods and procedures.

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ABILITY TO:

- Pass District administered physical fitness test.
- Patrol and monitor an assigned campus to maintain order and security at an assigned school site.
- Enforce campus rules and regulations.
- Assure student compliance with school and District policies and regulations.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Perform duties with patience, tact and good judgment and within established guidelines. Establish and maintain cooperative and effective working relationships with others. Observe situations and accurately determine an effective course of action.
- Perform evening and weekend student supervision services.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION & EXPERIENCE:

- Graduation from high school or equivalent,
- Experience working with adolescents and elementary school students is required.

LISCENSES AND CERTIFICATES:

- Valid California Driver's License or a valid California Identification Card.
- Valid First Aid and CPR Certificates, to be obtained within thirty (30 days) of employment.
- Certificate of Completion of School Security Officer Training, meeting the requirements mandated by SB 1626 for Campus Security Personnel as defined in Education Code 38001.5.
- Possession of or ability to obtain a California Bureau of Security and Investigative Services Guard Card is desired (not required)
- Pass physical fitness test administered by the District.
- Training and current certification in District adopted non-crisis intervention training to safely manage and prevent difficult behavior.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

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PHYSICAL ABILITIES:

Climbing stairs and ramps.

Walking or standing for extended periods of time.

Hearing and speaking to exchange information.

Manual dexterity of hands and fingers to break up fights.

Running.

Seeing to monitor student activities.

HAZARDS:

Exposure to verbal abuse and harassment, bodily fluids, potential physical hazards involved in intervening in antisocial, illegal and violent behavior.

Possible fights and confrontations.

185 Work Days

Job Description – Campus Supervisor

Board Approved: November 18, 2022

Salary Schedule 300 Row 9